

ADMINISTRATIVE - INTERNAL USE ONLY

16 January 1974

MEMORANDUM FOR: Curriculum Committee

SUBJECT : Proposal for Systematic Review of OTR Curriculum

1. I propose that the Curriculum Committee meet biweekly, preferably every other Thursday at 0930, principally for the purpose of systematically reviewing the curriculum of OTR. At each session we would review a major unit of OTR curriculum, for example, the management training offerings, ALT, or senior orientation programs. The Curriculum Committee member or his principal officer for that activity would make a presentation including the following:

- a. Courses offered
- b. Objectives for each course
- c. Methodologies employed in the course
- d. Identify the principal user components
- e. Kinds of students who came to the course
- f. The student load
- g. Trends in enrollment
- h. Prospective student audience
- i. Instructors required to run the program
- j. Dollar costs to OTR per running of the course
- k. Feedback mechanism used
- l. Customer evaluation of effectiveness
- m. Measurable or demonstrated impact on Agency mission

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2. The Committee's function would then be to:

- a. Evaluate the effectiveness and efficiency of the programs.
- b. Make appropriate recommendations to the Division of Training regarding the programs.

3. The above would be the major activity for the Committee for the near future with the understanding that it would also consider ad hoc matters which come to the attention of the Chairman or the members.



Chairman, Curriculum Committee

STATINTL

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